

JOB VACANCY ANNOUNCEMENT

Texas Veterans Commission

1700 North Congress, Suite 800

Austin, Texas 78701

(512) 463-1295

FAX (512) 463-2847

Veteran Service Representative III (State Strike Force Team) (2 Positions)

Job Posting Number:	17-16R	Monthly Salary:	\$3,500.00
WIT Posting Number:	7159973		
State Classification:	Veteran Service Representative III	Class No., Group:	5106, B15
Location:	Waco Regional Office Waco, Texas	FLSA Status:	Nonexempt
Work Week:	Monday-Friday, 40 hours/week	Travel:	5%
Posting Date:	11/30/2016	Closing Date:	12/13/2016

Job Summary: As a member of the **State Strike Force Team** of the Texas Veterans Commission, which will help reduce the federal backlog of veterans' claims and appeals for disability benefits, this position performs senior level claims review and adjudication work. Work may involve assessing existing claims for proper documentation and completeness; reviewing claims for correct application of laws and procedures; evaluating action taken by rating boards in rating veterans' claims for benefits and taking necessary corrective action for successful adjudication of veterans' claims for benefits.

Minimum Education: Graduation from an accredited four year college or university is desired. Experience and education may be substituted for one another.

Experience: A minimum two (2) years of experience rating VA claims or as a Decision Review Officer *and* five (5) years of experience in processing, developing, or adjudicating VA claims for benefits.

Job Duties:

- Develops, reviews, and files claims and supporting evidence for successful adjudication.
- Coordinates staff activity in the development and adjudication of existing claims and appeals.
- Reviews work of staff to determine compliance with applicable legal requirements, agency policies and accepted standards.
- Consults and instructs staff concerning veteran's claims work and related problems.
- Consults with medical and legal staff in the development of pertinent evidence to support claims.
- Understands and applies Department of Veterans Affairs (VA) rules and regulations when reviewing VA documents and veterans claim submissions.
- Evaluates and analyzes existing benefit claims and determines appropriate action necessary to complete processing and adjudication.
- Work hours other than 8-5 may be required.
- Performs related work as assigned.

Knowledge, Skills and Abilities:

- Knowledge of VA rules and regulations and VA data bases such as VACOLS, VBMS, MAPD, COVERS and VVA.
- Skill in the use of personal computers. Microsoft Office Suite strongly preferred.
- Ability to interpret laws, rules, and regulations applicable to the processing of veterans' claims.
- Ability to maintain efficient and effective relationships with stakeholder
- Ability to communicate effectively both orally and in writing.

Additional Requirements:

- Valid Texas driver's license is required.

Preferred Qualifications:

- Honorably discharged veteran highly preferred.
- Experience in filing benefit claims with the Department of Veteran Affairs.

Environmental & Physical Conditions: Normal office work environment, mostly sedentary in nature. May involve walking; standing; remaining stationary for long periods of time; pulling and pushing; kneeling, stooping and bending; and safely lifting and

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carrying items weighing up to 30 pounds. Work involves extensive telephone usage and repetitive hand/wrist/finger motions while using the computer.

**Military Crosswalk
information:**

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf

**To Apply:
(3 options)**

1. Submit a complete State of Texas Employment Application, DD214 member #4, and Benefits Letter (if applicable) to: lori.holle@tvc.texas.gov; OR

2. Mail a complete application (including required documents) to the Texas Veterans Commission, Attn: Lori Holle, 701 Clay Avenue, Waco, TX 76799. Applications must be postmarked by the closing date in order to be considered for this posting; OR

3. Submit an application through <https://wit.twc.state.tx.us>. (Applicant must follow-up with required documents.)

Resumes will not be accepted in lieu of the State of Texas application.

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, TX 78711 at (512) 463-6564 or downloaded from the Texas Workforce Commission website.

In order to receive Veterans' preference, a copy of Form DD#214 member # 4, must be submitted with the State of Texas Application.

This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.

Contact:

Human Resources 512-463-6564



AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Please call Human Resources at (512) 463-6564 with questions or for additional information.